

Property Management application will be used for management of agency assets including individual employee assigned equipment, inspections of buildings / capital outlay, and tracking of property. The following outline will be used as a starting point for application development scoping.

1. New Equipment
 - a. Employee purchases equipment - and does RG and invoice in iSynergy
 - i. MAGIC asset is created when PO is created in MAGIC
 1. Creates an asset shell
 2. If no MAGIC asset is created (IE x codes)
 - a. Property creates shell
 - i. Business area
 - ii. Cost center
 - iii. Responsible person
 - iv. PRNR number
 - v. Not tied to PO number
 - vi. Acquisition cost is entered
 - ii. Flows to property (only after accounting as paid)
 1. Pull up PO in iSynergy - get MAGIC PO number
 2. Pull up in MAGIC to get asset numbers
 - a. Responsible person name in "other employee ID"
 - b. PRNR number in "Personnel Number"
 - c. Cost center is entered into location field
 - i. Allows for reporting in-house
 - d. Serial number in general tab
 - i. Inventory number pasted from asset number
 3. Print out sticker asset number and RG
 - a. Send inventory sticker and copy of RG to responsible party
 3. Employee confirms sticker and puts it on
2. Existing Equipment -
 - a. transfers
 - i. Employee fills out property transaction form
 1. Description
 2. Serial number
 3. Inventory number (asset)
 4. Sign as releasing custody and date
 5. Supervisor signs
 - ii. Employee receiving custody
 1. Sign as taking custody and date
 2. Supervisor sign and date
 - iii. Form goes to Property
 1. Transfer is done in MAGIC
 - a. Other employee ID field is changed
 - b. PRNR number
 - c. Save
 2. Scan property form to employee folder
 - a. Network Z drive
 - b. Asset Management Review

- i. Employee presents all equipment on list
 1. Property number matches inventory list
 - a. If no property number is found
 - i. Locate serial number and run it in MAGIC
 1. Serial number found
 1. Create barcode for item and send to person
 2. No serial number found
 1. Research purchase system -
 2. If something found that needs to be added to inventory
 - a. Research purchasing (may be part of building)
 3. Inspection of equipment
 - a. Inspection form needs to be developed
 - b. Is working properly?
 - c. Something is wrong - rating of equipment
 - d. Include "possible solutions" on form.
 - e. If employee needs to get rid of something
 - i. If computer, then property transfer form which goes to MIS
 1. MIS determines computer is good
 1. Transfer to another employee
 2. MIS determines computer is trash
 1. Transfer to surplus property
 - ii. Non computer
 1. Transfer to surplus or mid-south
 2. Notify property that item has been delivered to surplus
 - iii. Surplus property has to sign off
 1. We need to see / discuss with surplus how they are doing this today.
 - iv. If non-computer
 - f. VEHICLE inspections
- ii. Employee signs off on equipment list (only if all items are accounted for)
 1. After all things are accounted for
 - a. Send notification and workflow to employee and property
 - i. Flow to supervisor to sign off on all equip
 - ii. List findings of audit
 1. Level 1 supervisor and employee must sign off on.
- iii. Affidavits if item not found or stolen
 1. Affidavit form sent to employee to fill out
 - a. Form available from property (property will send)
 - i. Equipment number
 - ii. Serial number
 - iii. Explanation
 - iv. Missing
 - v. Initial cost of equipment
 - vi. Upload original invoice
 - vii. Need to add "investigated for compliance by X employee"
 1. Only for "disputed" items
 2. Ie, Items lost in in line of duty

3. Asset management employee determines if employee is responsible or not for \$
 4. Employee and asset officer signatures
 - b. Employee and supervisor and bur. director signs off on form
 - c. If missing, then employee submits payment
 - i. Depreciation values
 1. DFA years of life for equipment
 1. If computer is 3 years
 2. 1-3% of original value
 - ii. Cost / years of service if not past DFA's years of life chart
 1. Simple math
 - d. Magic automatically does depreciation
 2. In MAGIC
 - a. Affidavit and payment
 - b. Letter created with disposal form (need from property)
 - c. Executive signs off (all members)
 - d. Go in MAGIC to do disposal off our system
3. Energy conservation application
 - a. Tracking of KW/Hour from utility companies
 - b. Usage
 - c. Gas
4. Inspection of Items not assigned to employees
 - a. Buildings and Houses
 - i. Appliances
 1. 99% of time appliances are on inventory of park manager
 2. AC unit
 3. Refrigerator
 4. stove
 5. etc
 - ii. Inspect as part of asset management audit
 1. For scheduling etc, needs to be associated with an employee
 - a. Parks
 - i. Park Manager
 - b. WMA
 - i. WMA Managers
 - c. Lakes
 - i. Lake Managers
 - iii. building inspection form (to be provided)
 1. Need notes for each item on form
 2. Acceptable standards
 3. If building is ok
 - a. Report sent to
 4. If building is not ok
 - a. Live form for employee to check off things that have been done.
 - i. "certification of action done"
 - b. All "no boxes" are reported on
 - i. Follow up in 30 days
 - c. Report generated showing all "no's"

- i. Sent to manager stating that you have to fix within 30 days
 - ii. Follow up inspection
 - d. Supervisor notifications
 - e. After 14 days if all "Nos" are not "Yes" then route to:
 - i. Executive, property and employee and supervisor
 - ii. Supervisor notification (plus employee and property)
 - b. Land?
 - i. Boundary marking / investigation
5. Inspection Checklist (see attached spreadsheet) for Assets
- a. Building and etc use same form
 - b. Each bureau has checklist
 - c. Inventory number, magic asset number, item description, acceptable standards, item found, Item working (one column with check box for yes/no), standard comments (standard dropdown items like "repair", "disposal", etc), additional comments.
 - i. Need ability for property to edit / add items in each dropdown.
 - d. Move "found" to first of spreadsheet
 - e. If found = No then hide all but final comments
 - f. Add column for "category" ie "small engine" would have certain standards
 - i. Chair / office furniture / condition good, fair, etc
 - ii. Truck / vehicles / runs, etc
 - g. Things not related to equipment
 - i. Cleanliness
 - 1. Tree limbs, grounds
 - ii. Safety related problems
 - h. Add attachments (photos)
 - i. For standards - need ability to check "yes" or "no" for each standard - converted to tags
 - j. GPS - LAT/LONG
6. Professional qualifications for inspections
- a. Ie bridge inspections need to be done by engineer
 - b. Boundary inspections
 - c. Sewage, water, manholes, etc
7. Inspection scheduling system
- a. Audit (asset management review)
 - i. Inspections
 - 1. Choose random group of people (pre audit) by location first
 - a. Ie north region
 - i. Museum, Law Enforcement, Parks, Fisheries, Wildlife
 - 1. At least 25 % of all agency inventory
 - 2. Distribute between bureaus
 - 3. 100 % of employee's inventory is inspected
 - 2. Identify individuals
 - 3. If individual is located at location not in same bureau have ability to schedule that building with appropriate bureau responsible for location.
 - a. Schedule everyone that has asset at location (or building responsibility) at same time
 - 4. Pull inventories for these individuals

5. Send to employee for review before arrival
 - a. Email to bureau chief with schedule with dates and time
 - b. Contact each individual
 - c. If individual is out
 - i. Reschedule for later that week, or other time
 - ii. Depends on who and how much inventory they have
 - d. If employee is out for extended time that employee can be dropped off
 - i. Replaced by another location or person
 - ii. Bottom line is 25% of all inventory - may not need to replace with another employee
 - e. Employee must sign off
 - i. Can't have other employee's verifying for individuals that are out
 - ii. Reschedule button if employee can't make it.
6. When schedule is out they have a set time frame (2 weeks) to let property know of any changes so final schedule
7. Final schedule is accepted
- b. Buildings and etc (not on inventory)
 - i. Can be driven by asset management review
 1. If on park X we also inspect buildings
 - ii. Can also be schedule outside of an audit
 1. Select location
 2. Schedule based on responsible person for that location
 - iii. Same process for notification and scheduling of asset review audit
 1. Possibly 2 emails - 1 for asset review and 1 for buildings (if done at same time)
 2. Possibly 2 bureaus involved - ie Turcotte for hatchery buildings and LE employees for their assets
- c. Calendar system
 - i. Interactive scheduling
 - ii. Consider outlook integration (at least similar scheduling functionality)
8. Reporting
 - a. Standard "canned" reports
 - i. Unaccounted for items
 - ii. Discrepancies (by employee, location, etc)
 1. Items that don't pass inspections
 2. Property number
 3. Actions needed
 4. Employee
 5. Date of acquisition
 6. Value
 - iii. Expected Life report
 1. MAGIC
 - a. Computers
 - i. In MAGIC it will be depreciated
 - ii. 3 years
 - b. Bull dozer (may be 10 years)

- c. Vehicle (may be x years)
 - d. Need to investigate reports from MAGIC
 - 2. Non-MAGIC
 - a. Signs
 - i. Life expectancy not needed
 - b. Bridges
 - c. Piers etc
 - d. Land improvements
 - iv. Land Improvement items for inspection
 - v. Financial related
 - 1. Items of no value
 - 2. Total value by bureau, region, employee, location
 - a. By property number (include total for region)
 - b. By location or region with just totals (included bureau)
 - c. Cost center
 - 3. Look at what is available in MAGIC
 - 4. GAP items - threshold amounts
 - a. Accounting criteria (ie all over \$5,000.00)
 - b. Same for building, land, asset (thresholds are different)
 - 6. Break down by individual item type
 - a. IE
 - b. Boat
 - c. ATV
 - d. Chain saws
 - 7. Dashboard for General asset reports
 - a. Employee
 - b. Location
 - c. Region
 - d. Last date expected
 - e. Current value
 - f. Depreciated value
 - g. Previous "grade"
 - h. Last note taken
 - i. Description (manufactory)
 - j. Asset number
 - k. Acquisition / construction date
 - l. Cost collector
 - m. FY
 - 8. Total Number of times inspected report
 - 9. Failed inspection status reports (by region, location, employee, type of asset)
 - a. Employee
 - b. Number of notifications
 - c. Number of days left
 - d. Notification of supervisor
 - e. Status of response
 - 10. Audit list for employee
2. Ad-hoc report development (Business Intelligence)

- 3. Map based reports
- 9. Integration with PM crew application
- 10. Mapping
 - a. All property is currently assigned to a location (ie buildings, etc)
 - i. Buildings
 - 1. Building number will be used to tie MAGIC to
 - 2. Need method of investigating MAGIC assigned numbers to internal database building numbers
 - 2. Bridges
 - 3. Facilities - Sewage, water, electric, manholes (PM crew functionality)
 - 4. Shooting range facilities
 - 5. Playground (on person's inventory)
 - b. Roads & trails
 - i. Conditions
 - ii. Speed bumps
 - iii. Signs
 - iv. ditches
 - v. etc
 - c. Mapping of assets
 - i. Officers with equipment
 - 1. Tie to PERNR number - MAGIC -> xNet
 - d. Reporting
 - e. Offline capable
 - f. AVL tracking devices
 - i. Heavy equipment
 - 1. Bulldozers, track hoes, dump trucks
 - ii. Battery concerns
 - iii. Gps - not cell based
 - iv. Equipment
 - 1. Ie Spotgen & delorme inreach
 - 2. Power on based on time or distance
 - 3. Need ability to tie to power source
 - v. Ability to track where equipment is located
 - vi. Installation of devices
 - 1. Tied to power & ignition